

**ALBANY STATE UNIVERSITY  
BACHELOR OF SOCIAL WORK PROGRAM**

**BSW FIELD CONTRACT FOR RESOLUTION OF BSW FIELD HOUR DEFICIENCIES**

<b>BSW Field Student Name:</b>	
<b>BSW Field Agency Site:</b>	
<b>BSW Field Instructor Name:</b>	
<b>BSW Task Supervisor Name (If Applicable):</b>	

<b>Field Course (Please Circle the Applicable Field Semester):</b>	<b>SOWK 4471: Field Experience (Fall Semester)</b>	<b>SOWK 4471 Field Experience (Spring Semester)</b>
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The Council on Social Work Education (CSWE) mandates that BSW Students complete a minimum of 400 clock hours of BSW-supervised field experience prior to graduation. The BSW Program at Albany State University requires that Students complete 540 clock hours of BSW-supervised field experience for the block placement, which occurs in one semester of the Program (approximately 34 hours per week). Students should have approximately 270 hours completed by mid-term evaluation to be on schedule for completing the 540 hours required for graduation. The BSW Student will successfully complete 540 BSW-supervised clock hours in the semester in which the hours are to be completed.

Your current field hours do not meet the clock hours required for the above field course, preventing your graduation from the BSW Program. Below, please specify (a.) the number of clock hours currently completed within the semester; (b.) the number of clock hours still needed to meet the required 540 clock hours per semester; and (c.) your plan for completing those hours before the stipulated deadline. This Contract will then be reviewed by the BSW Field Coordinator for approval.

Your signature on this Contract indicates your commitment to completing the BSW-supervised clock hours required for the above field experience course. Failure to meet those clock hours may result in a delay in your graduation from the BSW Program until the required field hours are successfully completed.

				Calculation of Field Hours			
<b>BSW-Supervised Clock Hours Required for The Semester in the Field Placement:</b>				<b>540</b>			
<b>BSW-Supervised Clock Hours Currently Completed in the Field Placement:</b>							
<b>BSW-Supervised Clock Hours Remaining to Meet the 540 Requirement for the Semester:</b>							
<b>Time Requirement for Completing Remaining Field Hours for this Semester of Field</b>				<b>Beginning Date:</b>			
				<b>Completion Date By:</b>			
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>TOTAL WEEKLY HOURS</b>
___ hours	___ hours	___ hours	___ hours	___ hours	___ hours	___ hours	
___ hours	___ hours	___ hours	___ hours	___ hours	___ hours	___ hours	
___ hours	___ hours	___ hours	___ hours	___ hours	___ hours	___ hours	
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___ hours	___ hours	___ hours	___ hours	___ hours	___ hours	___ hours	
___ hours	___ hours	___ hours	___ hours	___ hours	___ hours	___ hours	
<b>TOTAL BSW-SUPERVISED FIELD HOURS:</b>							

**SIGNATURE PAGE**

*I agree to complete the required BSW-supervised field hours as outlined in this BSW Field Contract. I acknowledge that my failure to complete the field hours as contracted may result in a block being placed on my graduation from the BSW Program until all field deficiencies are met.*

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[BSW Student Signature]

[Date]

BSW Student Comments [If any]:

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*The BSW Field Program agrees to the terms stated in this BSW Field Contract. Upon successful completion of these BSW-supervised field clock hours, the BSW Student will meet the field hour requirements of the BSW Program and will be allowed to either (a.) continue in the BSW Program or (b.) meet the field requirements for graduation from the BSW Program.*

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[BSW Field Coordinator]

[Date]

**\*\*\*DO NOT WRITE BELOW THIS LINE\*\*\***

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**Comments:**